

**Student Worker Position Description  
William Jewell College  
2020-21 Academic Year**

**OFFICE OR DEPARTMENT:** Athletic Department

**CONTACT PERSON:** Chase Kearney, Assistant AD for Events, Facilities, and Equipment

**EMAIL:** kearneyc@william.jewell.edu

**JOB TITLE:** Concession Stand Managers

**JOB DESCRIPTION:** This position oversees our concessions during game days including but not limited to preparing food, providing exceptional customer service, training and supervising concession workers, supervising clean-up, counting cash, and inventory / stocking on non-game days.

**NUMBER OF HOURS PER WEEK:** 15

**WORK DAY SCHEDULE:** Day, evenings and weekends

**SEMESTER(S) OF EMPLOYMENT:** September-February

**WAGE RATE:**

\$9.45 [FY or SO rate]

\$9.70 [JR or SR rate]

\$9.85 per hour [position requires special skills]

X \$10.85 per hour [campus tutors and lifeguards, only]

**NOTE: STUDENTS MAY NOT WORK DURING REGULARLY SCHEDULED CLASS TIME. IF CLASS IS CANCELLED OR DISMISSED EARLY, THE STUDENT MUST PROVIDE DOCUMENTATION FROM THE FACULTY MEMBER BEFORE BEGINNING WORK.**

**REQUIRED SKILLS:**

	Answer phones		Grounds/landscaping	X	Statistics
X	Ability to work in office setting		Interpersonal skills		Theatre/Stage Production
X	Ability to do physical labor		Inventory	X	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
X	Clerical/filing			X	Typing/Data Entry
X	Computer skills		Photography		Sales
x	Customer Service		Research	X	Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab	X	Web page design
X	Effective Communication	X	Sports Information		

**Other, please specify:**

**Additional Information:** This position will provide on the job training as well as provide access to obtain a food handlers permit.